



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

OCT 28 1996

IN REPLY
REFER TO

AQOC

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS

SUBJECT: DCMC Memorandum No. 96-66, Review and Validation of Electronic Data Interchange (EDI) Progress Payments Designated for Presignature Authority

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All Administrative Contracting Officers (ACO), Contract Administrators and Operations Group Chiefs.

This memorandum establishes policy regarding ACO review of EDI progress payments requiring ACO presignature authority. The ACO is responsible for processing all progress payment requests in a timely manner. Management of EDI progress payments requires prompt action by the ACO, making it necessary to give priority to the EDI progress payment scheduled transmissions. The goal is to approve or disapprove electronically requested progress payments requiring ACO presignature validation within 2 business days after transmission by the contractor. This requires continuous communication between the contractor and the ACO regarding electronic submittal. The ACO should obtain a schedule from the contractor that designates the monthly dates of submissions on those affected progress payments and request the contractor to promptly notify the ACO of any changes in schedule. The contractor should also be advised to notify the ACO by telephone when the request has been transmitted, so that the ACO knows when to access the system to process the request.

If the progress payment request is returned to the contractor for correction, the ACO must annotate Mechanization of Contract Administration Services Progress Payment Redesign that the request has been returned.

It is the responsibility of the Operations Group Chief at the Contract Administration Office to ensure continuous and prompt processing of EDI progress payment requests for absences that may occur by the cognizant ACO during the scheduled transmission period.

Further questions may be directed to Mr. Timothy Frank, Business Practices and Contract Payment Team (AQOC) at (703) 767-3431 or DSN 427-3431. The internet address is tim_frank@hq.dla.roil.

ROBERT W. DREWES
Major General, USAF
Commander